



## NOTICE OF SOLICITATION

SERIAL 00090-M

### INVITATION FOR BIDS FOR: **LAUNDRY EQUIPMENT MAINTENANCE & REPAIR**

Notice is hereby given that sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M./M.S.T **AUGUST 22, 2000** for the furnishing of the following for Maricopa County, and the bids will be opened by the Materials Management Director or their designated representative at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked, "**SERIAL 00090-M, INVITATION FOR BIDS FOR LAUNDRY EQUIPMENT MAINTENANCE & REPAIR.**"

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protests concerning this request for bids must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT  
BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS  
MANAGEMENT CENTER

#### INQUIRIES:

DIEDRA BRYANT  
PROCUREMENT OFFICER  
TELEPHONE: (602) 506-3504

**NOTE:** MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND ARE AVAILABLE FOR VIEWING AND/OR DOWNLOAD AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/bidinfo.asp>

**IF THIS DOCUMENT WAS DOWNLOADED FROM THE INTERNET, PLEASE CALL 602-506-3967 TO INCLUDE YOUR COMPANY'S NAME IN THE BID'S MAILING LIST. THIS WILL ENSURE INCLUSION IN FUTURE MAILINGS, IF ANY, ON THIS BID.**

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**NO RESPONSE**

Bidders not responding to this bid are asked to complete this document and return it to Maricopa County Materials Management Department, 320 West Lincoln Street, Phoenix, Arizona 85003-2494.

**MARK OUTSIDE ENVELOPE "SERIAL 00090-M"**

Responses must be received **BY 2:00 P.M., AUGUST 22, 2000**. Bidders failing to submit a bid, or this document may be subject to removal from the Maricopa County Materials Management Vendor List.

**SERIAL 00090-M**

**TITLE: LAUNDRY EQUIPMENT MAINTENANCE & REPAIR**

=====

BIDDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR NO BID:

\_\_\_ Insufficient Time

\_\_\_ Do not handle product/service

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT**

**PLEASE READ BEFORE SUBMITTING YOUR BID**

**D/M/WBE CONTRACT PARTICIPATION**

For this Contract a combined D/M/WBE goal of 0% involvement is established for Disadvantaged, Minority and Women-owned Business Enterprises (D/M/WBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Disadvantaged, Minority and Women-owned Business Enterprise Program Contracting Requirements section. The Maricopa County Disadvantaged, Minority and Women-owned Business Enterprise Program, effective January 1, 1992, is incorporated by reference.

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Disadvantaged, Minority and Women-owned Business firms shall have every opportunity to participate in providing professional services, purchased goods, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, incorporated by reference.

Attachments E, F and G provide detail information and forms to be submitted as part of your bid. If no goal has been set the Attachments will be withheld.

SPECIFICATIONS ON CALL FOR BIDS FOR: **LAUNDRY EQUIPMENT MAINTENANCE & REPAIR**

1.0 **INTENT:**

The intent of this call for bids is to enter into a contract with the lowest responsive responsible bidder to perform on-site Laundry Equipment Maintenance at various Maricopa County Sheriff's Office facilities, to include the Towers Jail and the Inmate Canteen under the authority of a purchase order.

2.0 **TECHNICAL SPECIFICATIONS:**

**DURANGO**

2.1 **LAUNDRY EQUIPMENT** (COVERED UNDER THIS BID)

EQUIPMENT	TYPE	MODEL NO.	SERIAL NO.
WASHER #1	MILNOR 450 LB	64042BTN	6192001
WASHER #2	MILNOR 450 LB	64042BTN	6147701
WASHER #3	MILNOR 200 LB	42044WE2/AFK	2723301/76121
WASHER #4	MILNOR 200 LB	42044WE2/AFR	3431102/70233
WASHER #5	MILNOR 200 LB	42044WE2/AFT	3875901/81252
WASHER #6	MILTROL 75 LB	36026SWE/ACT	4105301/82391
DRYER #1	THERMATIC 170 LBS	124A	124081370480
DRYER #2	CONSOLIDATED 400 LBS	400G	930402
DRYER #3	NORMAN 400 LBS	123	T-5480
TOWEL FOLDER #1	CHICAGO	AIR CHICAGO	48150
TOWEL FOLDER #2	CHALLENGER	6 PACK FOLD	NPR-390254
AIR COMPRESSOR	CURTIS-QUALAIR	C89-11H93004AP	2001BS
AIR COOLER	ARROW	3220	A0032
AIR DRYER	ARROW	A-45	00278
LINT COLLECTOR	MISTAIR		
LINT COLLECTOR	ENERGENICS		930402
LINT COLLECTOR	ENERGENICS	125/5	77A0495
FLOOR SCALE	CARDINAL	CARDINAL 4X4 708	
TYER	FELINS	PAK-TYER 2000	21124
TYER	FELINS	F-16	16658BH
TYER	FELINS	F-16	19274

2.2 Hourly service, time and materials only required for these machines. The vendor must be willing to respond to non-emergency calls in 1-2 days.

**JUVENILE (DURANGO)**

2.3 LAUNDRY EQUIPMENT (COVERED UNDER THIS BID).

<b><u>EQUIPMENT</u></b>	<b><u>TYPE</u></b>	<b><u>MODEL NO.</u></b>	<b><u>SERIAL NO.</u></b>
WASHER #1	UNI	VW50M3.	060524920018125
WASHER #2	UNI	VM50M3.	060521920017348
DRYER #1	AMERICAN DRYER	ADG75.	L36VR36G
DRYER #2	AMERICAN DRYER	ADG75.	L36VR38G

**JUVENILE (MESA)**

2.4 LAUNDRY EQUIPMENT (COVERED UNDER THIS BID).

<b><u>EQUIPMENT</u></b>	<b><u>TYPE</u></b>	<b><u>MODEL NO.</u></b>	<b><u>SERIAL NO.</u></b>
WASHER #1	MILNOR	30020M5G	5684001
WASHER #2	MILNOR	30020M5G	5709801
WASHER #3	MILNOR	30020M5G	5655501
DRYER #1	CISSELL	L36URS36G	1175-390
DRYER #2	CISSELL	L36URS36G	1174-390
DRYER #3	CISSELL	L36URS36G	1173-390

2.5 Four (4) preventative maintenance visits are required per year for both juvenile locations and must be performed per attached manufacturer's requirements.

**MCSO INMATE CANTEEN (DOWNTOWN PHOENIX)**

2.6 LAUNDRY EQUIPMENT (COVERED UNDER THIS BID).

<b><u>EQUIPMENT</u></b>	<b><u>TYPE</u></b>	<b><u>MODEL NO.</u></b>	<b><u>SERIAL NO.</u></b>
WASHER #1	SPEED QUEEN	EA2110L	9307033165
WASHER #2	SPEED QUEEN	EA2110L	9303049016
WASHER #3	SPEED QUEEN	EA2110L	9511024103
WASHER #4	SPEED QUEEN	EA2110L	9511062022
WASHER #5	SPEED QUEEN	EA2110L	9303049013
DRYER #1	SPEED QUEEN	EA2107	R9311030686
DRYER #2	SPEED QUEEN	EA2107	R9311030725
DRYER #3	SPEED QUEEN	EA2107	R9311030707
DRYER #4	SPEED QUEEN	EE2107	9510015483
DRYER #5	SPEED QUEEN	EE2107	9510015485
DRYER #6	SPEED QUEEN	EE2107L	S933110030707
SOAP DISPENSER #1	VEND RITE 5 COLUMN	M250	UNKNOWN
SOAP DISPENSER #2	VEND RITE 5 COLUMN	M250	UNKNOWN

3.0 **CONTRACTOR'S RESPONSIBILITY:**

- 3.1 The contractor shall furnish all necessary labor, special tools, instruments, supplies and accessories to perform the required services at the designated locations. All safety guards or devices will be reinstalled prior to leaving the equipment area.
- 3.2 The Maricopa County Laundry Service Department Coordinator or his authorized representative shall decide all questions which may arise as to the quality and acceptability of any work performed under the contract.
- 3.3 The authorized representative of the Contractor shall provide evidence of technical training on the type of equipment specified herein, and shall have at least five (5) years experience with commercial laundry repair.
- 3.4 **STOCK OR REPLACEMENT EQUIPMENT AND MATERIALS:**  
  
The Contractor shall maintain an adequate stock of commonly used replacement parts and materials to assure the level of response specified. All parts shall be original equipment manufacturer, or equal. \*County can purchase parts from Contractor to do minor repairs ourselves.
- 3.5 Contractor shall have locally available, competently trained personnel and shall provide unlimited emergency call service with a response time on site of FOUR (4) hours or less, 7 days a week, 24 hours a day, 365 days per year.
- 3.6 The Contractor shall provide copies of satisfactory completion of factory training of personnel working on commercial laundry equipment in Maricopa County, with the returned, completed bid.
- 3.7 Routine maintenance inspection shall be made during regular working hours unless specifically stated and at the frequency rates listed in the attachments.
- 3.8 Furnish all labor, materials, tools, equipment, and services for clean up as required in conjunction with work performed.
- 3.9 Store volatile waste in covered metal containers.
- 3.10 Remove volatile waste from premises after each visit.
- 3.11 Use materials recommended by manufactures of surfaces to be cleaned.
- 3.12 **OWNER'S RIGHT TO PERFORM WORK:**  
  
Should Contractor fail to perform work under the terms of this contract, whether emergency call back, routine service or repairs, the County may without prejudice to any other contractual rights, perform or cause to be performed all or any part of the work, charging all incurred costs to the Contractor.
- 3.13 In the event that work performance is unsatisfactory, the Contractor will be notified by Maricopa County and will be given one (1) day to correct the work.
- 3.14 The department reserves the right to complete the work to its satisfaction and deduct the cost from any monies due the Contractor if the work is not corrected within the allotted time frame.
- 3.15 The Contractor shall perform the work in a way to minimize disruption to the normal operation of building tenants. Upon completion of work the Contractor is responsible for cleaning and removing from the job site all debris, materials and equipment associated with the work performed.

- 3.16 The Contractor's job supervisor and additional personnel as deemed necessary by the Maricopa County Facilities Management Department Coordinator or his designated representative must be literate and fluent in the English language. This is not meant to require that all Contractor personnel speak, read and write English. Most tasks may require only the job supervisor, crew leader or a crewmember to speak, read and write English. This requirement is necessary due to the following reasons which include but are not limited to:

3.16.1 Warnings of emergencies and hazards

3.16.2 Preparation of reports as specified.

3.16.3 Communication with Maricopa County Personnel and Tenants.

Due to the significance of the above listed reasons, the English requirement is to enhance communications between the Contractor representatives and Laundry Equipment Department personnel, and between the Contractor representatives and the public.

- 3.17 The Contractor shall carry on the operation in such a manner that does not damage County property. In the event damage occurs to Maricopa County property or any adjacent property by reason of any custodial service operations performed under this contract, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from the monies due the Contractor.

3.18 EMPLOYEES OF THE CONTRACTOR:

No one except authorized employees of the Contractor are allowed on the premises of Maricopa County buildings. Contractor employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any person unless said person is an authorized employee of the Contractor. At the County's option, we may require security screening of all employees performing work at this location. The Contractor must furnish the County a current employee register at all times. This Register must contain the Name, Social Security Number, Phone Number, and Address. All Contractor employees shall wear picture identification badges on uniforms at all times. All Employees must wear a company uniform, identified with the company name at all times.

3.19 REMOVAL OF CONTRACTOR'S EMPLOYEES:

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The County may require that the Contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Maricopa County.

3.20 EQUIPMENT AND SUPPLIES:

The Contractor shall furnish ALL equipment, materials and necessary to properly perform under this contract.

All equipment and supplies shall conform to all current Federal, State, Local and OSHA rules and regulations.

3.21 SUPERVISION:

The Contractor shall provide the County with the names and telephone numbers of a Job Manager or Working Supervisor. The Supervisor shall be responsible for the competent performance of all services pursuant to this contract. The Job Manager shall make sufficient routine inspections to insure that all work is performed as specified. The names of all personnel to be used on this contract are to be provided to the Facilities Management Department Coordinator at the Post Award Conference.



**3.22 WORK SCHEDULE:**

Successful bidder shall have a minimum of one (1) Journeyman Mechanic on duty from 8:00 a.m. - 5 p.m., 5 days a week, Monday-Friday with exception of Holidays.

Contract vendor shall furnish written report to Sheriff's Department, Institutional Manager, on all equipment that is not cost effective to repair before repairs are performed and a carbon copy to Robert Lipira, Facilities Management Department.

**3.23 QUALITY ASSURANCE:**

The Contractor must include his written plan on Quality Assurance. This should include the philosophy and methodology they plan to use to insure quality service is performed.

**3.24 METHOD OF PAYMENT:**

Upon satisfactory inspection and acceptance by Laundry Service Department an invoice shall be submitted by the Contractor to the Laundry Service Department as designated on the purchase order. Billings MUST be separated by price sheet, which coincides with the separate purchase orders issued to the Contractor. All invoices shall contain the contract name and number; Contractor's name, address, and phone number; and the name of the Contractor's representative to contact concerning billing questions. The Contractor shall be paid monthly in arrears, within 30 days of receipt of the invoice.

**3.25 POST AWARD CONFERENCE:**

After award of this bid, the Contractor shall be REQUIRED to participate in a post award conference for the purpose of ensuring a complete understanding of the requirements of the contract. At this meeting the Contractor shall present any information required in the specifications section.

**3.26 SERVICE RECORD:**

Contractor will maintain (in duplicate) a Maintenance Service Record identifying in detail when and what specific service activity occurred on which equipment. Duplicate copy to be County's copy.

3.26.1 Vendor shall track all repair cost, hours, and parts, on each machine. This shall include preventative maintenance hours, labor, hours, parts/cost, and failure rates on each machine this shall include comparison of each machine to all other like pieces of equipment, at this site. Tracking shall be computer based using Microsoft Excel, on a IBM compatible system. Charts and graphs shall also be included in the tracking. Reports shall be provided to Maricopa County monthly, quarterly, semiannually, and annually and will be hard copies. Vendor shall provide Maricopa County a 3.5 inch, XLS file disk with all records each quarter.

3.26.2 Copies of all service work and invoices shall be faxed to Laundry Service (272-1224), at the end of each day/ or start of next business day.

**3.27 PERFORMANCE ASSURANCES:**

3.27.1 County will designate a representative to coordinate with contract vendor prior to performing maintenance.

3.27.2 County will provide reasonable means of access to equipment.

3.27.3 County will report to service company in writing any apparent lack of maintenance service, complaint of deficiency in the performance of the services.

3.27.4 Contract Vendor shall maintain a field office and/or warehouse that is (30) miles from the facilities to be serviced under this specification.

- 3.27.5 Vendor employees must pass a Maricopa County Sheriff's Department background investigation before they will be allowed to work on premises.
- 3.27.6 Vendor must have a minimum of 3 facility qualified commercial laundry repair technicians on call for providing contractor services.
- 3.28 Site visits welcomed. Contact Karen Gaddis at (602) 256-1704, Tony Weaver at (602) 506-4338, or Victoria Brown at (602) 506-7673 for an appointment.

4.0 **SPECIAL TERMS & CONDITIONS:**

4.1 **CONTRACT LENGTH:**

This Invitation For Bids is for awarding a firm, fixed price purchasing contract to cover a two (2) year period.

4.2 **OPTION TO EXTEND:**

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3) one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

4.3 **INDEMNIFICATION AND INSURANCE**

4.3.1 **INDEMNIFICATION**

To the fullest extent permitted by law, the **CONTRACTOR** shall defend, indemnify, and hold harmless the **COUNTY**, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, omissions or mistakes relating to the performance of this Contract. **CONTRACTOR'S** duty to defend, indemnify and hold harmless the **COUNTY**, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes, the **CONTRACTOR** may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

**Abrogation of Arizona Revised Statutes Section 34-226:**

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, the **CONTRACTOR** shall defend, indemnify and hold harmless the **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, the **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of the **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including the **COUNTY**.

The amount and type of insurance coverage requirements set forth below will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of the **COUNTY**.

#### 4.4 INSURANCE REQUIREMENTS

**CONTRACTOR**, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the **COUNTY**, constitute a material breach of this Contract.

The **CONTRACTOR'S** insurance shall be primary insurance as respects the **COUNTY**, and any insurance or self-insurance maintained by the **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the **COUNTY** under such policies. The **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and the **COUNTY**, at its option, may require the **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The **COUNTY** reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of the **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

4.4.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision, which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 11 85, and shall include coverage for **CONTRACTOR'S** operations and products and completed operations.

If the **CONTRACTOR** subcontracts any part of the work, services or operations awarded to the **CONTRACTOR**, he shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the **CONTRACTOR'S** work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the **CONTRACTOR'S** Commercial General Liability insurance.

4.4.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

4.4.3 Workers' Compensation. The **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

In case any work is subcontracted, the **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the **CONTRACTOR**.

#### 4.5 CERTIFICATES OF INSURANCE

Prior to commencing work or services under this Contract, **CONTRACTOR** shall furnish the **COUNTY** with Certificates of Insurance, or formal endorsements as required by the Contract, issued by **CONTRACTOR'S** insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the **COUNTY** fifteen (15) days prior to the expiration date.

#### 4.6 CANCELLATION AND EXPIRATION NOTICE:

Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the **COUNTY**.

**4.7 TERMS AND PAYMENT:**

Payment under contract will be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the Purchase Order. Invoices shall contain the following information: Purchase Order number, item numbers, description of supplies and or/services, sizes, quantities, unit prices and extended totals and applicable sales/use tax. The County is not subject to excise tax.

**4.8 PROCUREMENT CARD ORDERING CAPABILITY:**

It is the intent of Maricopa County to utilize the Bank of America MC Procurement Card or other procurement card that may be used by the County from time to time, to place and make payment for orders under this Contract. Bidders without this capability may be considered non-responsive and not eligible for award consideration.

**4.9 PROMPT PAYMENT DISCOUNT:**

Maricopa County, through its "Purchase Card Process" has initiated changes that are intended to both improve and expedite the purchasing and payment process. In light of these efforts, Bidders are strongly encouraged to offer Maricopa County prompt payment discounts for this service and take into consideration receipt of payment with seventy-two (72) hours from time of payment processing. Discounts offered will be considered in the evaluation price analysis process.

**4.10 INTERNET ORDERING CAPABILITY:**

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Proposers without this capability may be considered non-responsive and not eligible for award consideration.

**Purchase Card Clarification.**

Maricopa County's Bank of America Purchase Card program is based on the MasterCard charge card. There is no charge from Maricopa County for the program, any costs or charges to the vendor or contractor will be based on the transaction dollar amount and is from the Vendors/contractors servicing Bank. The vendor/contractor should contact their bank to arrange for the acceptance and information concerning any charges to use this program.

The advantages of accepting the purchase card for payment are as follows.

1. The bank pays the vendor/contractor in 48 to 72 hours versus 30 days from Maricopa County.
2. The vendor/contractor does not have to invoice Maricopa County.
3. The vendor/contractor does not have to carry that transaction in their account receivable.

Maricopa County offers this opportunity only to vendors/contractors that are not 1099 reportable to the Internal Revenue Service. Maricopa County will be asking those vendors/contractors that are offered this opportunity to give the County a prompt payment discount.

**4.11 INQUIRIES:**

All inquiries concerning information contained herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 WEST LINCOLN  
PHOENIX AZ 85003

Administrative telephone inquiries shall be addressed to:

DIEDRA BRYANT, PROCUREMENT OFFICER - (602) 506-3504; FAX (602) 258-1573  
EMAIL: dbryant@mail.maricopa.gov

**NOTE: It is preferred that all inquiries be submitted in writing via fax or email.** No oral communication is binding on Maricopa County.

5.0 **CONTRACT TERMS AND CONDITIONS:**

5.1 LANGUAGE FOR REQUIREMENTS CONTRACTS:

Contractors signify their understanding and agreement by signing this document, that the Contract resulting from this bid will be a requirements contract. However, this Contract does not guarantee that any purchases will be made.

It only indicates that if purchases are made for the services contained in this Contract, that they will be purchased from the Contractor awarded that item. Orders will only be placed when a need is identified by a Using Agency or Department and proper authorization and documentation have been approved.

5.2 ESCALATION:

Any requests for price adjustments must be submitted thirty (30) days prior to the Contract renewal date. Justification for the requested adjustment in cost of labor and/or materials must be accompanied by appropriate documentation. Escalation shall not exceed the increase in the U.S. Department of Labor (Bureau of Labor Statistics) Consumer Price Index for Urban Consumers. Increases shall be approved in writing by the Materials Management Department prior to any adjusted invoicing submitted for payment.

5.3 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

5.4 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after it is deemed by the County, that the Contractor has failed to remedy the problem after being forewarned.

5.5 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate this Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of, a substantial violation of any provision of this Contract, then the County may terminate this Contract. Prior to termination of this Contract, the County shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

**5.6 APPROPRIATION CONTINGENCY:**

The Contractor recognized that any agreement entered into shall commence upon the day first provided and continued in full force and effect until termination in accordance with its provisions. The Contractor and the County herein recognized that the continuation of any contract after the close of any given fiscal year of the County which fiscal years end on June 30 of each year, shall be subject to the approval of the budget of the County providing for or covering such contract item as an expenditure therein. The County does not represent that said budget item will be actually adopted, said determination being the determination of the County Board of Supervisors at the time of the adoption of the budget.

**5.7 ORGANIZATION - EMPLOYMENT DISCLAIMER:**

The Contract is not intended to constitute, create, give rise to or otherwise recognize a joint venture contract or relationship, partnership or formal business organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth in the Contract.

The parties agree that no persons supplied by the Contractor(s) in the performance of obligations under the contract are considered to be County employees, and that no rights of County civil service, retirement or personnel rules accrue to such persons. The Contractor(s) shall have total responsibility for all salaries, wages, bonuses, retirement withholdings, workmen's compensation, other employee benefits and all taxes and premiums appurtenant thereto concerning such persons, and shall save and hold the County harmless with respect thereto.

**5.8 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:**

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S. § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the contract.

**5.9 OFFSET FOR DAMAGES:**

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

**5.10 ADDITIONS/DELETIONS OF SERVICE:**

The County reserves the right to add and/or delete services to this Contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the bid price. Should additional services be required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

**5.11 SUBCONTRACTING:**

The Contractor may not assign this Contract or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

**5.12 AMENDMENTS:**

All amendments to this Contract must be in writing and signed by both parties.

**5.13 CONFORMATION WITH THE LAW:**

This service shall be accomplished in conformity with the laws, ordinances, rules, regulations and zoning restrictions of the United States of America, the State of Arizona, County of Maricopa, and the City of Phoenix.

**5.14 CONTRACT COMPLIANCE MONITORING:**

The Materials Management Department and the using Agency (ies) shall monitor the Contractors compliance with, and performance under, the terms and conditions of the Contract. The Contractor shall make available for inspection and/or copying by the County all records and accounts relating to the work performed or the services provided in this Contract.

**5.15 RETENTION OF RECORDS:**

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The Department, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of any and all said materials.

**5.16 ADEQUACY OF RECORDS:**

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided. The Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

**5.17 AUDIT DISALLOWANCES:**

If at any time it is determined by the Department that a cost for which payment has been made is a disallowed cost, the Department shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the Department either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

**5.18 P.O. CANCELLATION LANGUAGE:**

The Department of Materials Management reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

Contractors agree to accept verbal notification of cancellation from the Department of Materials Management with written notification to follow. By submitting a bid in response to this Invitation For Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

**5.19 VALIDITY:**

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.



**5.20 CONTRACTOR RESPONSIBILITY:**

The Contractor will be responsible for any damages whatsoever to County property as applicable when such property is the responsibility or in the custody of the Contractor, his employees or Subcontractors.

**5.21 GUARANTEE:**

The materials and supplies called herein shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examination and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

**5.22 DELIVERY:**

It shall be the Contractor responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

**5.23 PRICE REDUCTIONS:**

By submitting a bid in response to this solicitation, Contractors agree to guarantee that Maricopa County is receiving the lowest price offered by your company to other customers for similar services at comparable volumes in a similar geographic area. If at any time during the contract period your company offers a lower price to another customer, **SIMILAR PRICES MUST BE EXTENDED TO MARICOPA COUNTY** If a notification IS not made of said price reductions, upon discovery Maricopa County shall reserve the right to take any or all of the following actions:

5.23.1 Cancel the Contract, if it is currently in effect.

5.23.2 Determine the amount which the County was overcharged and submit a request for payment from the Contractor for that amount.

5.23.3 Take the necessary steps to collect any performance surety provided on the applicable contract.

**5.24 RIGHTS IN DATA:**

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

**5.25 SECURITY AND PRIVACY:**

The Contractor agrees that none of its officers or employees shall use or reveal any research or statistical information furnished by any person and identifiable to any specific private person for any purpose other than the purpose for which it was obtained. Copies of such information shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceedings, unless ordered by a court of competent jurisdiction. The County shall be notified immediately upon receipt of any such order of court, pertaining to production of such information.

The Contractor shall incorporate the foregoing provisions of this paragraph in all of its authorized subcontracts.

**5.26 PROCUREMENT CARD CAPABILITY:**

It is the intent of Maricopa County to utilize the Bank of America MC Procurement Card to place and make payment for orders under this Contract. Bidders without these capabilities may be considered non-responsive and not eligible for award consideration.

**6.0 ADMINISTRATIVE INFORMATION:**

**6.1 INCORPORATION OF BID INTO THE CONTRACT:**

The contents of this Invitation For Bids and the selected firm's response are to be incorporated into the Contract.

**6.2 PROCUREMENT AUTHORITY:**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protests concerning this Invitation for Bids must be filed with the Procurement Officer in accordance with Section MCI-905 of the Code.

**6.3 CONFORMANCE TO THE MARICOPA COUNTY PROCUREMENT CODE:**

If any Bidder believes that any aspect of this Invitation for Bids is inequitable or impracticable of performance, they will proceed in accordance with the Maricopa County Procurement Code, Section MC1-905, to secure an administrative determination on this point.

**6.4 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:**

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

The applicant agrees that by submitting this proposal, it will include without modification the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions," i.e., with subgrantees or contractors; in all lower tier covered transactions and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

**6.5 CHANGE ORDERS:**

Maricopa County may institute changes or modifications to the specifications and will notify all participants by an addendum to this Invitation for Bids.

**6.6 PROVISIONS OF BID DOCUMENTS:**

All bids must comply with and not deviate from the provisions of the bid documents. Failure to meet a material requirement of the bid documents shall be reason for rejection of a bid.

**6.7 AMPLIFYING DATA:**

Should any Bidder wish to submit amplifying data with this Bid, a statement should be made on the bottom of the bid that such amplifying materials is a part of the bid and attach material to the bid form(s).

**6.8 CONTRACTOR LICENSE REQUIREMENT:**

The Bidders shall procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of his business. He shall keep himself fully informed of existing and future Federal, State, and Local laws, ordinances and regulations which in any manner affect the fulfillment of this Contract and shall comply with the same.

**6.9 SUBMISSION PRICE CLARITY:**

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive. Minimum purchase requirements (if any) must be explained in writing by the Bidder.

**6.10 INCURRING COSTS:**

Maricopa County is not responsible for any costs incurred in preparing this bid, including the acquisition of supplies and/or personnel until a contract is awarded by the Maricopa County Board of Supervisors.

**6.11 PUBLIC RECORD:**

All information submitted relating to this Bid, except for proprietary information, shall become part of the public record, in accordance with the Maricopa County Procurement Code, Section MC1-405.

**6.12 D/M/WBE PARTICIPATION:**

Bidders submitting a bid are encouraged to solicit D/M/WBE participation on this Contract. A list of certified D/M/WBE enterprises may be obtained by contacting Maricopa County Materials Management Department (Walt Weglarz, Lead Procurement Specialist at (602) 506-3312). Please indicate in your bid response D/M/WBE areas of involvement for monitoring purposes.

**6.13 REFERENCES:**

Bidders must provide at least five (5) reference accounts to whom they are presently providing this service. Included must be name of government or company, individual to contact, phone number and address. Preference in awarding this Contract may be given to Contractors furnishing government accounts similar in size to Maricopa County.

**6.14 EVALUATION CRITERIA:**

The evaluation of this bid will be based on but not limited to the following:

6.14.1.1 Compliance with specifications

6.14.1.2 Price

6.14.1.3 Determination responsibility

**6.15 GENERAL EVALUATION:**

The evaluation of bids and the determination of acceptability of the supplies, materials, or services bid shall be the sole responsibility of the County and will be based on information furnished by the bidder, or identified in his bid, as well as other information reasonably available to the County. Cash discount terms for Thirty (30) days or less will be considered as net in comparing bid prices. The Board reserves the right to make award on the basis of accepting the lowest bid on the material or equipment conforming to the bid specifications, to waive any informalities in the bid or may reject all bids.

**6.16 AWARD:**

The County reserves the right to award in whole or in part, by item, group of items, by section or geographic area where such action serves the County's best interest.

**6.17 VALIDITY PERIOD:**

All bid prices shall be held firm for a minimum period of 60 days after bid opening.

**6.18 POST AWARD MEETING**

The successful Contractor(s) may be required to attend a post-award meeting with the Using Agency for discussion of the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of this Contract.

**6.19 CONTRACT ADMINISTRATION:**

To help insure contract compliance, a contract administration process will be an integral part of this Contract. County employees will be assigned as contract monitors for key locations throughout the County. Materials Management and the user organizations will utilize the procedure. This contract administration process is an audit and feedback system and will be in addition to any of the other policies and procedures contained herein. The Contract Administration Process is a total quality management tool that empowers the hands-on users to monitor and assure contract compliance.

The Bidders should know in the bidding process that the successful Bidder will be closely monitored for contract compliance. No additional cost is anticipated to be incurred by the successful Bidder by the presence of the contract administration process as long as contract compliance is maintained. Except for the more formalized feedback of findings, the normal bidder/user relationship will exist when within compliance and the contract administration process should be transparent.

**6.20 NON-DISCRIMINATION:**

The Contractor in the performance of this Contract will not discriminate against any employee for employment based on race, religion, sex, national origin or disability.

**6.21 COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 (IRCA) REQUIRED:**

Contractor understands and acknowledges the applicability of the IRCA. Contractor agrees to comply with the IRCA in performing under this Contract and to permit County inspection of personnel records to verify such compliance.

**6.22 COVENANT AGAINST CONTINGENT FEES:**

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach of violation of this warranty, the County shall have the right to terminate this Contract in accordance with the termination clause, and at its sole discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

**6.23 NON-COLLUSION:**

The Contractor expressly warrants and certifies that neither the Contractor nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in conjunction with this Invitation For Bids.

**6.24 FINANCIAL STATUS:**

All Bidders shall make available upon request a current audited financial statement, a current audited financial report, or a copy of a current federal income tax return. Failure or refusal to provide this information within five (5) business days after communication of the request by the County shall be sufficient grounds for the County to reject a bid, and/or to declare a bidder non-responsive and/or non-responsible, as those terms are defined in the Maricopa County Procurement Code.

If a Bidder is currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a Contractor or receiver has been appointed over all or a substantial portion of the property of the Bidder under federal bankruptcy law or any state insolvency law, the Bidder must provide the County with that information as part of its bid. The County may consider that information during evaluation of the bid. The County reserves the right to take any action available to it if it discovers a failure to provide such information to the County is a bid, including, but not limited to, determination that the Bidder should be declared non-responsible and/or non-responsive, and suspension or debarment of the Bidder, as those terms are defined in the Maricopa County Procurement Code.

By submitting a bid in response to this Invitation for bids, the Bidder agrees that, if, during the term of any contract it has with the County, it becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution or liquidation proceeding, or if a Contractor or receiver is appointed over all or a substantial portion of the property of the Bidder under federal bankruptcy law or any state insolvency law, the Bidder will immediately provide the County with a written notice to that effect, and will provide the County with any relevant information it requests to determine whether the Bidder will meet its obligations to the County.

**6.25 PROMPT PAYMENT DISCOUNT:**

Maricopa County, through its "Continuous Improvement Initiatives" has identified Payment as a process requiring attention and improvement. Maricopa County has initiated changes in this area which are intended to both improve and expedite this process. In light of these efforts, Bidders are strongly encouraged to offer Maricopa County Cash Discounts for Prompt Payment Terms. Invoices reflecting such Cash Discounts will be processed with the highest priority.

**6.26 REGISTRATION:**

Bidders are required to be registered with Maricopa County prior to receiving an award for any County Business. Failure to comply with this requirement will cause your bid to be declared non-responsive. Registration Forms are available from the Department of Materials Management, 320 West Lincoln Street, Phoenix, Arizona 85003 or by calling (602) 506-3244.

6.27 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPAs):

Maricopa County currently has ICPAs with numerous governmental units throughout the State of Arizona. These agreements allow these entities, with the approval of the Contract Bidders, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on the pricing page of this contract your acceptance or rejection regarding such participation. Your response will not be considered as an evaluation factor in awarding this Contract.

**NOTE: BIDDERS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR BIDS**

**ATTACHMENT A**

**PRICING**

SERIAL 00090-M  
PRICING SHEET S076907/B0602636

BIDDER NAME: \_\_\_\_\_  
F.I.D./VENDOR #: \_\_\_\_\_  
BIDDER ADDRESS: \_\_\_\_\_  
P.O. ADDRESS: \_\_\_\_\_  
BIDDER PHONE #: \_\_\_\_\_  
BIDDER FAX #: \_\_\_\_\_  
COMPANY WEB SITE: \_\_\_\_\_  
COMPANY CONTACT (REP): \_\_\_\_\_  
E-MAIL ADDRESS (REP): \_\_\_\_\_

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: \_\_\_\_ YES \_\_\_\_ NO

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: \_\_\_\_YES \_\_\_\_ NO

PAYMENT TERMS: \_\_\_\_\_% \_\_\_\_\_ DAYS, OR \_\_\_\_\_

**ATTACHMENT A**

**PRICING**

**PRICING:**

NOTE: DO NOT INCLUDE SALES/USE TAX IN YOUR BID PRICE. The percentage of sales/use tax applicable to this contract will be listed on the purchase order and allowed at time of payment. BIDDERS CERTIFY BY SIGNING THIS AGREEMENT THAT PRICES BID ARE F.O.B. DESTINATION IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN.

Unit price as bid for LAUNDRY MAINTENANCE - MCSO TOWERS JAIL in accordance with specifications:

1)	Washer #1	\$	/per hour
2)	Washer #2	\$	/per hour
3)	Washer #3	\$	/per hour
4)	Washer #4	\$	/per hour
5)	Washer #5	\$	/per hour
6)	Washer #6	\$	/per hour
7)	Dryer #1	\$	/per hour
8)	Dryer #2	\$	/per hour
9)	Dryer #3	\$	/per hour
10)	Towel Folder #1	\$	/per hour
11)	Towel Folder #2	\$	/per hour
12)	Air Compressor	\$	/per hour
13)	Air Cooler	\$	/per hour
14)	Air Dryer	\$	/per hour
15)	Lint Collector #1	\$	/per hour
16)	Lint Collector #2	\$	/per hour
17)	Lint Collector #3	\$	/per hour
18)	Floor Scale	\$	/per hour
19)	Tyer #1	\$	/per hour
20)	Tyer #2	\$	/per hour
21)	Tyer #3	\$	/per hour

DURANGO JUVENILE - Four (4) Preventative Maintenance visits annually.

22)	Washer #1	\$	/per year
23)	Washer #2	\$	/per year
24)	Dryer #1	\$	/per year
25)	Dryer #2	\$	/per year
Total this facility		\$	/per year



**ATTACHMENT A**

**PRICING**

MESA JUVENILE - Four (4) Preventative Maintenance visits annually.

25)	Washer #1	\$	/per year
26)	Washer #2	\$	/per year
27)	Washer #3	\$	/per year
28)	Dryer #1	\$	/per year
29)	Dryer #2	\$	/per year
30)	Dryer #3	\$	/per year
Total this facility		\$	/per year

MCSO INMATE CANTEEN - Four (4) Preventative Maintenance visits annually.

31)	Washer #1	\$	/per year
32)	Washer #2	\$	/per year
33)	Washer #3	\$	/per year
34)	Washer #4	\$	/per year
35)	Washer #5	\$	/per year
36)	Dryer #1	\$	/per year
31)	Dryer #2	\$	/per year
32)	Dryer #3	\$	/per year
33)	Dryer #4	\$	/per year
34)	Dryer #5	\$	/per year
35)	Dryer #6	\$	/per year
36)	Soap Dispenser #1	\$	/per year
37)	Soap Dispenser #2	\$	/per year
Total this facility		\$	/per year

Hourly maintenance charge for service not covered on this contract  
Monday thru Friday 8 am to 5pm.

\$ /per hour

Parts List less Manufacturer's Suggested List Price

% Discount

Emergency Repair (all other times) except Monday through Friday  
(8:00 A.M. - 5:00 P.M.) Response time 4 hours.

\$ /per hour

ATTACHMENT B

**AGREEMENT**

The bidders hereby certify that they have read, understand, and agree that acceptance by Maricopa County of the Bidder's offer by the issuance of a purchase order or contract will create a binding contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

=====

MINORITY BUSINESS/SMALL BUSINESS (check appropriate item):

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)  
\_\_\_\_\_ Women Business Enterprise (WBE)  
\_\_\_\_\_ Minority Business Enterprise (MBE)  
\_\_\_\_\_ Small Business Enterprise (SBE)

=====

\_\_\_\_\_  
FIRM SUBMITTING BID

\_\_\_\_\_  
FEDERAL TAX ID NUMBER

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE      FAX #

\_\_\_\_\_  
CITY      STATE      ZIP CODE

\_\_\_\_\_  
DATE

MARICOPA COUNTY, ARIZONA

E-MAIL ADDRESS: \_\_\_\_\_

BY: \_\_\_\_\_  
DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
DATE

BY: \_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

\_\_\_\_\_  
DATE

ATTESTED

\_\_\_\_\_  
CLERK OF THE BOARD

\_\_\_\_\_  
DATE

APPROVED AS TO FORM

\_\_\_\_\_  
MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
DATE

ATTACHMENT C

**BIDDER REFERENCES**

**FIRM SUBMITTING BID:**

- |    |                 |                 |
|----|-----------------|-----------------|
|    |                 | _____           |
| 1. | COMPANY NAME:   | _____           |
|    | ADDRESS:        | _____           |
|    | CONTACT PERSON: | _____           |
|    | TELEPHONE:      | (       ) _____ |
|    |                 |                 |
| 2. | COMPANY NAME:   | _____           |
|    | ADDRESS:        | _____           |
|    | CONTACT PERSON: | _____           |
|    | TELEPHONE:      | (       ) _____ |
|    |                 |                 |
| 3. | COMPANY NAME:   | _____           |
|    | ADDRESS:        | _____           |
|    | CONTACT PERSON: | _____           |
|    | TELEPHONE:      | (       ) _____ |
|    |                 |                 |
| 4. | COMPANY NAME:   | _____           |
|    | ADDRESS:        | _____           |
|    | CONTACT PERSON: | _____           |
|    | TELEPHONE:      | (       ) _____ |
|    |                 |                 |
| 5. | COMPANY NAME:   | _____           |
|    | ADDRESS:        | _____           |
|    | CONTACT PERSON: | _____           |
|    | TELEPHONE:      | (       ) _____ |

ATTACHMENT D

VENDOR INFORMATION

**IN OUR CONTINUING EFFORT TO INSURE THAT OUR VENDOR REGISTRATION SYSTEM IS CORRECT, PLEASE FURNISH THE FOLLOWING INFORMATION:**

LEGAL NAME OF ORGANIZATION/INDIVIDUAL: \_\_\_\_\_

DOING BUSINESS AS (IF APPLICABLE): \_\_\_\_\_

FEDERAL TAX ID NUMBER: \_\_\_\_\_ MARICOPA COUNTY VENDOR NUMBER: \_\_\_\_\_

**CORPORATE ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**WEB SITE ADDRESS:** \_\_\_\_\_

**NAME OF CONTACT PERSON:** \_\_\_\_\_

**ADDITIONAL ADDRESS FOR:** \_\_\_\_\_ **P.O.** \_\_\_\_\_ **ACCTS RECEIVABLE** \_\_\_\_\_ **SOLICITATIONS** \_\_\_\_\_

\_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NAME OF CONTACT PERSON:** \_\_\_\_\_

**ADDITIONAL ADDRESS FOR:** \_\_\_\_\_ **P.O.** \_\_\_\_\_ **ACCTS RECEIVABLE** \_\_\_\_\_ **SOLICITATIONS** \_\_\_\_\_

\_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NAME OF CONTACT PERSON:** \_\_\_\_\_

**ADDITIONAL ADDRESS FOR:** \_\_\_\_\_ **P.O.** \_\_\_\_\_ **ACCTS RECEIVABLE** \_\_\_\_\_ **SOLICITATIONS** \_\_\_\_\_

\_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NAME OF CONTACT PERSON:** \_\_\_\_\_

**NOTE: NO PREFERENCE IN AWARDING CONTRACTS IS GIVEN TO VENDORS REGISTERED WITH MARICOPA COUNTY DEPARTMENT OF MATERIALS MANAGEMENT, HOWEVER, YOU MUST REGISTER AS A VENDOR IF AWARDED A CONTRACT IN ORDER TO FULFILL THE CONTRACTUAL REQUIREMENTS. CONTACT MATERIALS MANAGEMENT AT (602) 506-8718 FOR VENDOR REGISTRATION PACKET.**

I HEREBY CERTIFY THAT:

1. I AM AN OFFICER OF THIS ORGANIZATION OR AM DULY AUTHORIZED TO CERTIFY THE INFORMATION REQUESTED HEREIN.
2. TO THE BEST OF MY KNOWLEDGE, THE ELEMENTS OF THE INFORMATION PROVIDED HERIN ARE ACCURATE AND TRUE AS OF THIS DATE.
3. MY ORGANIZATION SHALL COMPLY WITH ALL STATE STATUTES AND FEDERAL EQUAL OPPORTUNITY AND NON-DISCRIMINATION REQUIREMENTS AND CONDITIONNS OF EMPLOYMENT IN ACCORDANCE WITH A.R.S. TITLE 41, CHAPTER 9, ARTICLE 4 AND EXECUTIVE ORDER NUMBER 75-5 DATED APRIL 28, 1975.
4. MY ORGANIZATION SHALL COMPLY WITH ALL TERMS AND CONDITIONS OF SOLICITATIONS AND CONTRACTUAL DOCUMENTS, REGULATIONS AND LAWS, AND POLICIES AND PROCEDURES SET FORTH IN THE MARICOPA COUNTY PROCUREMENT CODE APPLICABLE TO THE TYPE OF PROCUREMENT (SERVICE OR COMMODITY).

\_\_\_\_\_  
PRINTED OR TYPED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE